



# MINUTES Strategic Planning Committee

<b>DATE</b>	January 7, 2004
<b>TIME</b>	10:00 AM
<b>LOCATION</b>	Kinkead Building, 6 <sup>th</sup> Floor Conference Room Carson City
<b>RECORDER</b>	Alisanne Maffei, Strategic Planner

## ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office	✓	Co-Chair – Perry Comeaux, Department of Administration	✓
Mark Blomstrom, DoIT	✓	Shelly Person, DoIT	✓
Chuck Chinnock, Taxation	✓	Randy Potts, DoIT	✓
Robert Chisel, NDOT	✓	Grant Reynolds, B&I	✓
Myla Florence, DETR	✓	Kathy Ryan, DoIT	✓
Sara Jones, Cultural Affairs		Terry Savage, DoIT	
Freeman Johnson, CNR		Scott Sisco, Cultural Affairs	
Dave Kieckbusch, DPS	✓	P. Forrest Thorne, PEBS	✓
Ginny Lewis, DMV	✓	Doug Walther, B&I	
Alisanne Maffei, DoIT	✓	Mike Willden, DHR	✓
Dave McTeer, DOA	✓		

## CALL TO ORDER

### I Introduction

- Perry Comeaux called the meeting to order.

### II Review and Approval of the Minutes

- After review of the December meeting minutes, it was motioned to accept the minutes and seconded. There were no other comments. The minutes from December 3, 2003 were accepted as presented.

### III Committee Chair and Membership

- Perry Comeaux welcomed the new membership to the committee meeting; introductions were made of the new attendees, Mike Willden, DHR, and Dave Kieckbusch, DPS.
- Further discussion of possible additions to committee membership was held; Terry Savage was given the action item to contact the identified department

heads for participation. Agriculture, Corrections, Education, Military and Wildlife were identified to invite.

#### **IV Discussion**

- The IT Project Prioritization Process was discussed. The committee had agreed to undertake an enterprise prioritization process for IT projects. Weighting and other mechanisms were reviewed. A subcommittee was formed to determine the weights by the next meeting: The members are Mike Willden, Chair, Ginny Lewis, and Robert Chisel, with Alisanne Maffei to provide support.

Per Ginny Lewis inquiry, the TIR deadline was identified as the March – April timeframe and would be useful for the prioritization process in June.

The overall process, thresholds and importance of weights was discussed.

- Other state's Enterprise IT Strategic Planning processes were reviewed; the interview schedule is to commence later this January. Myla Florence recommended the Oregon example be reviewed for possible use. Chuck Chinnock stressed the plan should be a living, breathing document, not shelf ware. The five year time period was discussed; Perry Comeaux stated an enterprise direction acceptable to the governor was important, without radical change year on year.

- Mark Blomstrom covered an update on the Communications Steering Committee.

Mike Hillerby congratulated Robert Chisel, Dave Kieckbusch, Dave McTeer, and Mark Blomstrom among others for great efforts on the DPS radio migration project.

- The IT Optimization Study status was presented by Dave McTeer. The initial meetings have been completed. Study group has been identified and will meet
- The IT Security Update was provided by Randy Potts, CISM. The PSP process and DoIT Security Unit deliverables were covered; Randy indicated the need to formally appoint Information Security Officers (ISO) for each area. Other topics including employee background checks were discussed.
- Other updates to the committee included the Mainframe z900 Migration and user impact.

#### **V Future Issues/New Business**

- Mike Willden brought up the need to discuss the connectivity of interactive teleconferencing equipment and the related strategies. Other members discussed operational issues including the centralized scheduler. It was agreed to place this topic on the next agenda for discussion.

#### IV WRAP UP

The next meeting of the IT Strategic Planning Committee was scheduled for February 11, 2004. It will be held in the 6<sup>th</sup> floor HR Conference Room.

#### ACTION ITEMS

Item No.	Description	Assigned To
1.	Contact identified department heads for Committee Participation	Terry Savage
2.	Support prioritization process and subcommittee to det weights	Alisanne Maffei
3.	Set up interviews for Enterprise IT Strategic Plan	Alisanne Maffei
4.	Provide template for ISO appointment letter	Randy Potts

Related Links:

<http://ncsc.nv.gov/> Nevada Communications Steering Committee